



# TENNESSEE DEPARTMENT OF EDUCATION

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## **Attorney Position**

### **Job Description**

#### **Position Title:**

Staff Attorney

#### **Position Description:**

This position is a part of the department of education's office of general counsel and will assist the general counsel in providing legal services for the day to day operation of the agency as well as guidance and legal training to assist the department and local education agencies (LEAs) in the implementation of programs and services for Tennessee students.

#### **Specific Position Responsibilities:**

- Provide training and legal guidance to ensure the department and all local education agencies are in compliance with civil rights laws
- Investigate civil rights complaints filed by parents against local education agencies
- Investigate workplace harassment and discrimination complaints within the department of education
- Advise the Tennessee Textbook Commission and the division of curriculum and instruction on legal matters
- Assist the department's English as a second language (ESL) coordinator in working with local education agencies on civil rights compliance in regards to limited English proficient (LEP) students
- Make recommendations in the development, interpretation, implementation, and enforcement of policies, procedures, and guidelines affecting the administration and operation of educational programs, activities, services and/or initiatives
- Speak at conferences, conventions and workshops across the state regarding education law for local education agencies and state education and child focused organizations.
- Investigate and prepare contested cases by taking depositions, interviewing witnesses, and drafting legal papers
- Provide technical assistance to department personnel by interpreting legislation, reviewing proposed regulations, and rendering legal counsel
- Research statutes, laws, and current case decisions and provide legal assistance relative to a wide range of problems

**Desirable Education and Experience:**

- License to practice law in Tennessee required
- 2-5 years' experience in the practice of law preferred
- Civil rights law and litigation experience preferred

**Salary Range:**

Competitive and commensurate with experience

**If interested apply to:**

Christy Ballard, General Counsel

Tennessee Department of Education

[Christy.Ballard@tn.gov](mailto:Christy.Ballard@tn.gov)

**Equal Opportunity Employer:**

*Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*